



**FRANKLIN COUNTY PURCHASING
DEPARTMENT**
373 S. High Street, 25th Floor
Columbus, OH 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Assistant Director, Purchasing
(Unclassified)

PCN: 021020

DEPARTMENT: Purchasing

P. R.: N19

REPORTS TO: Purchasing Director

RESPONSIBILITIES: Assist the Director of Purchasing in planning, coordinating, and managing the operations of the Department. Review all purchasing contracts for accuracy and legality prior to submission to the Board of Commissioners. Research, develop and administer purchasing assignments and/or special projects.

Maintain, review, and update countywide policies and procedures for acquisition of goods and services, the Online Auction Program, the P-card program and the Small and Emerging Business Program. Manage and oversee printing services and ensure that mail processing is consistent with the U.S. Postal regulations.

Assist in managing and preparing the Department operating budget. Handle technology improvements in all areas of the Purchasing Department to achieve cost savings and improve customer service. Supervise assigned staff.

MINIMUM QUALIFICATIONS: Bachelor's degree in finance, business administration, public administration or related field with five (5) years of progressively responsible management experience in public purchasing environment, or related experience; or any equivalent combination of training and experience. Government experience strongly preferred. Must possess and maintain a Certified Purchasing Manager certification or equivalent certification.

STARTING SALARY: \$60,715.20 - \$85,009.60/annually,
plus a comprehensive benefits package.

DATE POSTED: Wednesday, November 4, 2015

DEADLINE TO APPLY: Until Filled

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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